



U.S. Army Corps of Engineers

Program Management Plan

Family Readiness Project Delivery Team

Deployment and Post-Deployment Sub-PDT

24-APR-2008

Revised 6 Aug 2008

FINAL

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1.0 **Introduction.**

1.1 **Purpose.** This Program Management Plan (PgMP) outlines objectives for the team assigned to analyze deployment and post-deployment issues relating to deployed U.S. Army Corps of Engineers (USACE) personnel and their families.

1.2 **Goals.** The goal of this project is to provide USACE Command Group implementation recommendations on how to best support both employees and their families during and after extended deployment assignments. Extended deployment assignments are considered to be 30 days for OCONUS assignments and 60 days for CONUS assignments.

1.2.1 **Objectives.** The Project Delivery Team (PDT) will provide actionable recommendations for the USACE Command Group to develop policy and identify resource requirements.

1.3 **Background.** There are existing programs and guidance related to the support of active duty military and their families during deployments; however, a parallel USACE wide program does not exist. The existing programs and guidance will be used and adapted in this PMP.

2.0 **Scope Of Work**

2.1 **Scope.** This PMP provides specific tasks and milestones associated with four phases of the project:

2.1.1 *Phase I: Research and collect existing guidance, programs, and web information in a central location.*

2.1.2 *Phase II: Analyze information and modify as required.*

2.1.3 *Phase III: Provide written recommendations and brief results to the Command Group at the SLC.*

2.1.4 *Phase IV: Submit information to HQ and provide assistance as HQ compiles information from all sub-PDTs into one comprehensive document.*

2.2 **Assumptions of this PMP.**

2.2.1 *Timeframe:* An actionable plan will be provided to the USACE Command Group on or before 31 July 2008.

2.2.2 *Organizational:* This plan will provide support recommendations for active duty, reserve, guard and civilian personnel assigned to USACE who are deployed for extended periods.

- 2.2.3 *Revision Policy.* This PMP is a living document, to be revised on an as needed basis.
- 2.2.4 *Philosophy.* This PMP is oriented towards providing the best support for our deployed employees and their families.

3.0 **Project Delivery Team & Roles**

3.1 **Project Delivery Team:**

- 3.1.1 Team Leader: Sean Dolan; CE-NAE-SO
- 3.1.2 Sr. Advisor: Cathy McMahon; SPD Commander’s Spouse
- 3.1.3 PDT Member: Kristine Stoechner; PAO
- 3.1.4 PDT Member: Alois Egan; TAC, Personnel
- 3.1.5 PDT Member: Andrea Pouliot; HQ-CESO
- 3.1.6 PDT Member: Patrick Dwyer; CE-SPK-PM
- 3.1.7 PDT Member: Marlene Nester; CE-SAM-PM
- 3.1.8 PDT Member: Bob McCoy,; CE-NWW
- 3.1.9 Customer: USACE Command Group

3.2 **Customer Expectations:** LTG Van Antwerp expects this PDT to provide the USACE Command Group an actionable plan to take care of employees and their families during contingency missions which require the employee to deploy for an extended period of time.

4.0 **Action Items:** Action items will be identified during biweekly meetings and a lead for the actions will be identified. Minutes of the meetings will be prepared and distributed to the PDT. A review of the prior meeting minutes will take place at each meeting and progress will be discussed. New action items and suspense dates will be established following each meeting.

5.0 **Schedules & Milestones**

The following table provides a “big picture” look at the milestones and decision points for the Deployment and Post-Deployment Sub-PDT.

04 APR 08 – Brief Steering Committee & Identify Needs

24 APR 08 – Submit Progress Report and Draft PMP

4-8 MAY 08 – SR Advisor to brief status at ENFORCE meeting

30 MAY 08 – Complete investigation and data collection

30 JUN 08 – complete draft Plan and staff for comments

6 AUG 08 – Submit Final draft Plan to USACE Command Group and brief recommendations at SLC.

5 SEPT 08 – Submit all supporting documentation to HQ.

Provide support to HQ as final document is compiled from sub-PDT submissions.

- 6.0 **Communications Plan.** The success of the project will depend upon real time communication of project progress. Internal communication will include:
- 6.1 The Team Lead will keep the PDT informed by conducting teleconferences every two weeks.
 - 6.2 A central shared server location will be established that can be accessed by all team members. All pertinent information gathered by the group shall be stored at this location.
 - 6.3 Upon completion of Plan, PAO will be required to initiate a public awareness campaign to disseminate the information within USACE.